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Международная  
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المدني الدولي

国际民用  
航空组织

**Ref.:** T 4/3.2.4:AP017/16 (MET)

19 January 2016

**Subject:** Third meeting of the ICAO Asia/Pacific (APAC)  
volcanic ash exercises steering group (VOLCEX/SG/3)  
(*Bangkok, Thailand, 14 – 16 March 2016*)

**Action Required:** Submit nomination/s as soon as possible,  
preferably no later than 26 February 2016

Sir/Madam,

I have the honour to inform you that the 3<sup>rd</sup> meeting of the ICAO APAC volcanic ash exercises steering group (VOLCEX/SG/3) will be held at the ICAO APAC Regional Office in Bangkok, Thailand, from 14 to 16 March 2016.

You will recall that the APAC VOLCEX/SG was established by the APAC Air Navigation Planning and Implementation Regional Group (APANPIRG) to maintain safety, regularity and efficiency of aviation in the event of a volcanic eruption through the organization and conduct of volcanic ash exercises in the APAC region. I am pleased to note that the VOLCEX/SG has organized an ICAO APAC volcanic ash exercise, named VOLPHIN16/01, which will be conducted from 2300 UTC 16 February 2016 to 0515 UTC 17 February 2016.


VOLCEX/SG/3 will serve as both the debrief meeting for the volcanic ash exercise VOLPHIN16/01 and as the planning meeting for subsequent ICAO volcanic ash exercise/s in the APAC Region. Therefore, participation in VOLCEX/SG/3 is of particular relevance to those Administrations and Organizations (e.g., national civil aviation supervisory authorities, air navigation and meteorological service providers, State volcano observatories and aircraft operators) that have an active role in the planning and conduct of VOLPHIN16/01 and/or are likely to do so in future ICAO APAC volcanic ash exercises.

A provisional agenda (including explanatory notes) for VOLCEX/SG/3 is provided at **Attachment 1**. Information related to the meeting participation, documentation and other arrangements is provided at **Attachment 2**. The VOLCEX/SG/3 nomination form is at **Attachment 3**.

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To facilitate our preparations for VOLCEX/SG/3, it would be appreciated if you could confirm participation by a relevant expert or experts from your Administration/Organization by returning the completed nomination form as soon as possible, preferably **no later than 26 February 2016**.

Accept, Sir/Madam, the assurances of my highest consideration.

  
Arun Mishra  
Regional Director

**Enclosures:**

- Attachment 1 – Provisional Agenda
- Attachment 2 – Meeting Bulletin
- Attachment 3 – Nomination Form



*International Civil Aviation Organization*

**THIRD MEETING OF THE ICAO ASIA/PACIFIC (APAC) VOLCANIC ASH EXERCISES STEERING GROUP (VOLCEX/SG/3)**

Bangkok, Thailand, 14 – 16 March 2016

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**PROVISIONAL AGENDA**

- Agenda Item 1: Organizational matters
- Agenda Item 2: Review terms of reference of APAC VOLCEX/SG
- Agenda Item 3: Debrief and review of volcanic ash exercise VOLPHIN16/01
- Agenda Item 4: Planning for future ICAO volcanic ash exercises in the APAC region
- Agenda Item 5: Future work schedule of APAC VOLCEX/SG
- Agenda Item 6: Any other business

**EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS**

**Agenda Item 1: Organizational matters**

Self-explanatory (e.g., opening of the meeting, adoption of the agenda, order of business, etc.)

**Agenda Item 2: Review terms of reference of APAC VOLCEX/SG**

The meeting will review the TOR and, to ensure the regional objectives related to volcanic ash exercises are being properly addressed, propose updates or revisions to the TOR as necessary for further consideration and adoption by the MET SG.

**Agenda Item 3: Debrief and review of volcanic ash exercise VOLPHIN16/01**

The meeting will review and discuss reports and outcomes from the volcanic ash exercise and, based on the lessons learned, make recommendations as necessary, including for the revision/improvement of the:

- a) Regional volcanic ash exercise directive;
- b) Regional volcanic ash ATM contingency plan;
- c) ICAO provisions/guidance material concerning volcanic ash information; and
- d) Schedule for future ICAO volcanic ash exercises in the APAC region.

**Agenda Item 4: Planning for future ICAO volcanic ash exercises in the APAC region**

The meeting will discuss all issues related to planning and is expected to:

- a) Set the date/s and location for the next ICAO APAC volcanic ash exercise;
- b) Appoint the exercise leader/s;
- c) Adopt the (draft) volcanic ash exercise directive; and
- d) Formulate and document a plan to prepare for and conduct the next ICAO APAC volcanic ash exercise.

**Agenda Item 5: Future work schedule of APAC VOLCEX/SG**

The meeting will review the work schedule to ensure optimal alignment with the APANPIRG work plan (especially with respect to activities related to volcanic ash exercises).

**Agenda Item 6: Any other business**

Self-explanatory.

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**THIRD MEETING OF THE ICAO ASIA/PACIFIC (APAC) VOLCANIC ASH EXERCISES STEERING GROUP (VOLCEX/SG/3)**

Bangkok, Thailand, 14 – 16 March 2016

**1. Schedule of Meeting**

1.1 The opening session of the meeting will be held at 0900 hours on **Monday, 14 March 2016** at the Conference Building of the ICAO Regional Office, Bangkok.

1.2 The daily order of business will be announced on the first day of the meeting.

**2. Registration of participants**

2.1 Participants are requested to register at the Registration Desk in the front of the ICAO Conference Room between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time inside the ICAO premises.

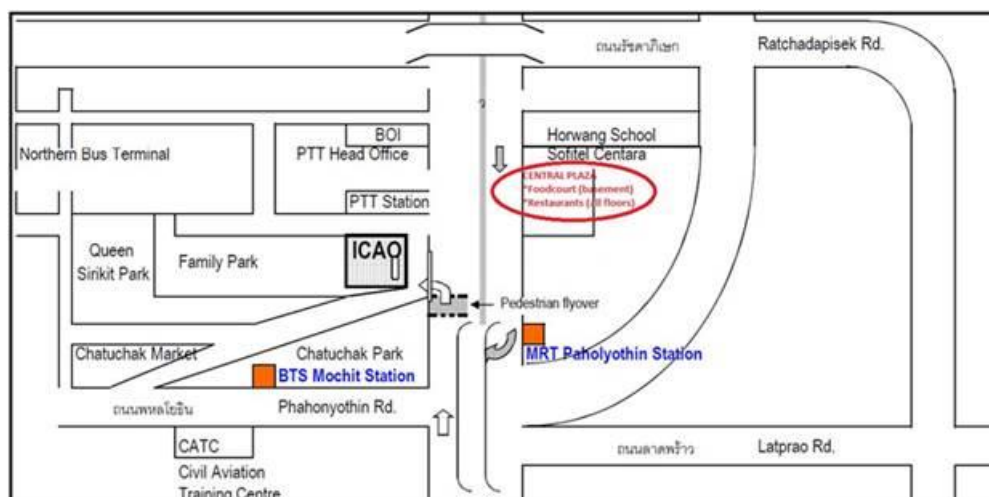
**3. Officers and Secretariat concerned with the Meeting**

3.1 Mr. Peter Dunda, Regional Officer MET of the ICAO Asia and Pacific Office will act as Secretary of the Meeting. His contact addresses are as follows:

Mr. Peter Dunda, Regional Officer MET  
Tel: +66 (2) 537-8189 to 97 Ext. 153  
Fax: +66 (2) 537-8199  
E-mail: [PDunda@icao.int](mailto:PDunda@icao.int)

3.2 The daily Meeting service is the responsibility of Ms. Kirimoke B. Drollett, Administrative Officer, ICAO Asia and Pacific Office. Ms. Sriprae Somsri, Programme Assistant, will provide secretarial support.

3.3 Please be informed that participants are required to make arrangement their own lunch as lunch will not be provided during the Meeting. Participants will find below in red the possible venue available to purchase meals within the Office vicinity.



#### **4. Meeting documents for distribution**

4.1 All working/information papers for the meeting will be posted on the ICAO APAC web site. It is strongly recommend that papers to the meeting should be submitted no later than two weeks prior to the meeting date, in any case, **not later than 26 February 2016**. Participants are requested to submit papers via following e-mail addresses and download and bring all meeting papers with them. No hard copy of papers will be distributed.

E-mail address for meeting documents: [APAC@icao.int](mailto:APAC@icao.int) cc: [PDunda@icao.int](mailto:PDunda@icao.int)

4.2 Any ICAO publications required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the Secretariat building. These publications may be purchased or borrowed for reference during the Meeting and returned to the Librarian at the end of the meeting.

#### **5. Location of the ICAO Regional Office and hotel accommodation**

5.1 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Centara Grand Bangkok Hotel. It is about 40 km away from the Bangkok/Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the Skytrain) and MRTA Sub-way system (the Underground Metro) are published in the APAC website <http://www.icao.int/apac/> under the heading “**Information for Visitors**”.

5.2 The nearest BTS (Skytrain) station to the Office is Mo Chit and the nearest MRTA station to the Office is Phahon Yothin. Detailed routing instructions are provided on the web site.

5.3 Participants may contact the hotels listed directly by telephone/fax/ e-mail for reservation. Due to heavy demand for hotel accommodation reservations should be made as early as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **When making reservation, participants should mention that they are attending ICAO meeting to get the special room rate.**

5.4 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

5.4.1 Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 1,000 per vehicle. Public taxi service is also available at the taxi stands at the airport. In addition to the fare indicated in the taximeter, 50 Baht surcharge is required to be paid for hiring a taxi from airport to city. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

5.4.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

#### **6. Passport, visa and customs**

6.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official

visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.mfa.go.th/main/en/services/123>

6.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.3 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 36.00 approx).

**7. Other Useful Information**

7.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

7.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7.4 Weather in Bangkok is generally hot with high humidity. March is part of the hot season in Thailand, which lasts from January to April. More weather information can be obtained from the web site of the Thai Meteorological Department: <http://www.tmd.go.th/en/>

7.5 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

7.6 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THIRD MEETING OF THE ICAO ASIA/PACIFIC (APAC) VOLCANIC ASH  
EXERCISES STEERING GROUP (VOLCEX/SG/3)**

*(Bangkok, Thailand 14 – 16 March 2016)*

**REGISTRATION FORM**

1. Name in full : \_\_\_\_\_  
(Mr./Ms./Mrs.) **(as should appear in the official listing and name tag)**
  
2. Title or Official Position: \_\_\_\_\_
  
3. State/Organization: \_\_\_\_\_
  
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
  
6. Hotel in Bangkok: \_\_\_\_\_

**Note 1: Participants are expected to make their own hotel/visa arrangements**

**Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
<http://www.icao.int/apac> prior to the meeting.**

Date:..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11,  
Sanyaek Ladprao, Bangkok 10901, Thailand, or **Fax: +66 (2) 537 8199** or **E-mail: [APAC@icao.int](mailto:APAC@icao.int)**